

# STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN

## ADVISORY COUNCIL MEETING MINUTES

Wednesday, February 15, 2017

Department of Public Health & Human Services, 111 North Sanders, Room 107, Helena, 3:30 p.m.

**Members Present: Pam Carlson, Kristen Wrzesinski, Mike Manion, Gary Owen (via phone), and Bill Crane. Absent Frank Clinch, Hope Stockwell, Danielle Williams, Jessica Barnes, and Patrick Sheehan.**

**DOA staff present: Monica Abbott, Denise Adamson, and Chantal VanDaele**

1. Greeting/Call to Order. Mike Manion called meeting to order without quorum at 3:40 p.m.
2. Because there was not a quorum, the members were unable to review minutes from January 18, 2017 meeting
3. Review meeting agenda and advisory council members' schedules for the upcoming meetings.
  - a. Next meeting dates: March 15, 2017 and April 19, 2017 Gary isn't available in April.
4. Public Comment – members of the public.  
No public comment.
5. Fiscal Agent Report – Alison
  - a. When reviewing the January financials Alison asked how many times should she call about accounts that have changed account numbers. It was discussed that Alison should make reasonable attempts. If they don't submit the new account information, the money would be distributed to all of the other non-profits. In March the final disbursement on the 2015 campaign will be completed.
  - b. Little Children's Home  
Applied for funding in March and then closed in December. Donors were notified to reallocate their donations. Next Tuesday, Alison will have SITSD run the reports again. Discussion included that the donor should be able to redirect the funds. Any funds not redirected will be distributed to all other non-profits.
  - c. SECGC has until March 15 to submit the final payout
  - d. The Data Export is scheduled on Tuesday, February 21. It was suggested to send the receipt letters later in year so it is closer to when employees are filing out their taxes. December was the suggested date to mail them to the employees.

**Current Financials Reviewed by the Council – *through January 2017***

2015 Campaign Revenue	\$518,543.99
2015 Campaign Expenditures	\$374,921.37
2015 Campaign Balance	\$143,622.62
2016 Campaign Revenue	\$ 76,764.42
2016 Campaign Expenditures	\$ 22,827.08
2016 Campaign Balance	\$ 53,937.34

6. Program Contractor's Report – Alison

The data

a. Application updates

Bill Crane is looking at other software systems to allow non-profits to opt in by paying fee. He found a site where we can upload the data have non-profits edit and approve. Then we would download and send back to SITSD

It appears that we could add an optional form for bank information.

Bill needs to try the new system. Otherwise Alison will have to correct everything in Submittable so the columns and headers match up.

b. DOA is sending out a notice of application and website updates.

There were fewer glitches last year. It was suggested to get together in July to ensure that everything is working.

There was a question about the giving guide numbers. Steven Hrubes, with State HR,

+ assigns the giving guide number for the non-profits.

Chantal VanDaele documents her work so the next person can do the same job for the council.

7. Chairman's Report – Mike

Nothing to report this month.

8. Other Business/Adjourn

The meeting adjourned at 4:26 p.m.